

Schedule 39-109

DEPARTMENT OF EDUCATION SCHOOL IMPROVEMENT – CURRICULUM AND INSTRUCTION

July 8, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

| | |
|--|---|
| TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA | SCHEDULE |
| | 39-109 |
| | AGENCY, BOARD OR COMMISSION |
| | DEPARTMENT OF EDUCATION |
| | DIVISION, BUREAU OR OTHER UNIT |
| | SCHOOL IMPROVEMENT: CURRICULUM/INSTRUCTION |
| | Supersedes Edition of May 13, 2003 |

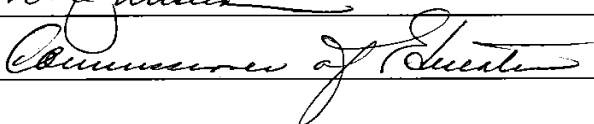
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE



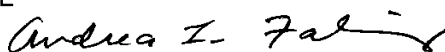
DATE

7/6/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

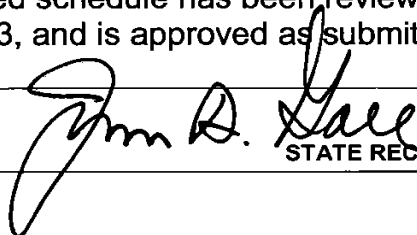
DATE

July 7, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

7/8/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 39-109 – DEPARTMENT OF EDUCATION – SCHOOL IMPROVEMENT AND INSTRUCTION

39-109-001 APPLICATION FOR APPROVAL OF CAREER AND TECHNICAL EDUCATION (FORMERLY VOCATIONAL EDUCATION) FUNDING

Application in response to a request for proposals (RFP) or local plan for federal funding. The proposal describes the needs and objectives of vocational education programs. The proposal also includes activities, procedures and proposed cost of the program and serves as a contract for the receipt and expenditure of funds.

Dispose of after 5 years, provided audit has been completed.¹

39-109-002 APPLICATION OF INTENT-VISITING TEACHER PROGRAM

The application of Intent must be completed and sent to NDE by schools interested in participating in the Visiting Teacher from Spain program. School districts are not obligated to hire a teacher; it is an application of intent. The Visiting Teacher from Spain program is an agreement between the ministry of Education & Culture of Spain and the Nebraska Department of Education.

Dispose of after 1 year.

39-109-003 CAREER STUDENT ORGANIZATION FINANCIAL STATEMENTS/IRS REPORTS

Includes financial statements (year end), tax returns submitted, worksheets, and chart of accounts.

ORIGINAL RECORD: Dispose of after 7 years, provided an audit has been completed.¹

990 FORMS: Microfilm and retain permanently.

39-109-004 CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION RECORDS (FORMERLY VOCATIONAL STUDENT ORGANIZATION RECORDS)

Includes state and national dues records, affiliation forms, form requesting local chapters' affiliation with state and national organization, application for scholarships and records of money received from chapter treasurers.

Dispose of after 5 years, provided audit has been completed.¹

39-109-005 CLAIMS AND REPORTS FOR APPROVED APPLICATIONS (VOC. ED. PLANNING)

Includes semi-annual claims for reimbursement, progress reports, evaluation reports, final claims for reimbursement, final reports and project abstract. Relates to career and technical education funding.

Dispose of after 5 years, provided audit has been completed.¹

39-109-006 DWIGHT D. EISENHOWER, TITLE II RECORDS

The Dwight D. Eisenhower Mathematics & Science Education Improvement Act, Title II, is a federal program for the improvement of K-12 science and mathematics instruction. Records may include application forms, needs assessment, annual performance reports, and fiscal records and report of direct expenditures.

Dispose of 5 years after date of final fiscal report, provided audit has been completed.¹

39-109-007 FOREIGN LANGUAGE FRAMEWORKS GRANT

Includes financial records and contracts from the federal grant for the Foreign Language Frameworks (1995-1998).

ORIGINAL RECORD: Dispose of after 6 months.

39-109-008 NEBRASKA SERVE - AMERICA REQUEST FOR PROPOSAL GUIDELINES

Request for Proposal Guidelines, format for writing proposals, criteria for proposals, budget forms, assurances, debarment and drug free work place requirements.

Dispose of after 5 years.

39-109-009 READING FIRST GRANT APPLICATION

Applications sent in for Reading First funding.

ORIGINAL RECORD: Dispose of after 6 months.

39-109-010 ROBERT C. BYRD HONORS SCHOLARSHIP

All documentation regarding this federally funded program which provides grants to exceptionally able students to study at institutions of higher education in order to recognize and promote student excellence and achievement. Records may include applications and criteria for awarding this scholarship.

Dispose of after 5 years, provided audit has been completed.¹

39-109-011 VERIFICATION OF EQUIPMENT DEPRECIATION

A list of instructional equipment purchased in part with federal Career and Technical Education funds, including make, model, school inventory number, original cost, depreciation schedule and depreciated balance for a given fiscal year.

Dispose of after 5 years or until the item of equipment has an un-depreciated balance of less than \$300, whichever is longer, provided audit has been completed.¹

DELETED RECORDS

39-109-007 STAR GRANT APPLICATION

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

| | |
|---|--------------|
| TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294 | AGENCY |
| | DIVISION |
| | SUB-DIVISION |

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

| SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED (SEE REVERSE) |
|--|--|
| | |
| | |

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

| | |
|---|---------------|
| Vertical File Cabinet, 4 drawer letter-size | 6 cubic feet |
| Vertical File Cabinet, 4 drawer legal-size..... | 8 cubic feet |
| Lateral File, 4 drawer/shelf letter-size | 9 cubic feet |
| Lateral File, 4 drawer/shelf legal-size..... | 12 cubic feet |
| Records center carton..... | 1 cubic foot |
| About a pickup load..... | 50 cubic feet |